

## U.S. Department of State Memorandum of Understanding with Universities for Internships

This non-binding Memorandum of Understanding (hereinafter referred to as the “MOU”) is entered into as of (date) \_\_\_\_\_

by and between:

U.S. Embassy Bujumbura, Burundi, located at Avenue des Etats-Unis, Kigobe, Bujumbura, Burundi (hereinafter referred to as the “Embassy”).

### **And**

Each individual university is hereinafter referred to as the “Party” and collectively are referred to as the “Parties.”

### **Purpose**

The purpose of this MOU is to establish a partnership between the Embassy and the University to facilitate the participation of students of the University (“Interns”) in the Embassy’s Foreign National Student Internship Program (FNSIP) and to provide these students an educational experience in the field of foreign affairs and international relations.

Participation in this internship program is subject to the selection criteria established by the Embassy.

#### **1. Financial Consideration**

Nothing in this MOU shall be construed as a commitment of funds by one Party to another.

#### **2. Duration of Internship**

The duration of each internship under this MOU will have a maximum period of **four (4) months**.

#### **3. No Employment Relationship**

Interns are not employees of the Embassy. This MOU shall not create any employment relationship between the Parties, the interns, or the Embassy during or after the term of internship.

#### **4. Non-Exclusivity**

This MOU is entered into on a non-exclusive basis and the Parties may enter into internship arrangements with any other organization or entities.

#### **5. Effective Date and Termination**

This MOU shall be effective from the date of signature of the Parties. Either Party may terminate this MOU, with immediate effect and for any reason, by notifying the other Party in writing.

## **6. Intentions of the University**

The University intends to raise awareness of the internship program.

The University intends to create a list of potential Interns who meet the eligibility requirements established by the Embassy.

The University intends to facilitate and coordinate the interview process for the selection of the Interns, if requested to do so by the Embassy.

The University intends to ensure that the Interns maintain the strict confidentiality required by the Embassy and comply with all the rules and policies of the Embassy.

## **7. Intentions of the Embassy**

At its sole discretion, the Embassy intends to select students who meet the requirements of the FNSIP to participate in this program.

The Embassy intends to provide these students an educational experience in the field of foreign affairs and international relations.

The Embassy intends to set internship hours for the Interns that will not exceed eight hours per day and 40 hours per week.

The Embassy intends to provide a safe working environment for the Interns.

## **8. Amendment**

This MOU may be amended by written agreement of the Parties.

The Parties intend to resolve any doubts and omissions arising from the implementation of this MOU through dialogue, in the spirit of partnership on which it is based.

Nothing in this MOU shall be construed as a legally binding obligation of the University or the U.S. government, the U.S. Department of State, or the Embassy. On the basis of mutual trust and the spirit of partnership, the Embassy and University sign this MOU in duplicate, both being equally authentic, with a view to achieving the proposed purpose.

**IN WITNESS WHEREOF**, the Parties have signed in this MOU on the date whereof.

**On behalf of the Embassy**

**On behalf of the University**

\_\_\_\_\_  
Printed name/title of Embassy official

\_\_\_\_\_  
Printed name/title of University official

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Signature of Embassy official

\_\_\_\_\_  
Signature of University official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date